



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



April 17, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

SANTA CLARITA VALLEY SHERIFF'S STATION
MODULAR TRAILER REPLACEMENT CAPITAL PROJECT (C.P.) 69487
(FIFTH DISTRICT) (3 VOTES)

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Find the Santa Clarita Valley Sheriff's Station (SCV) Modular Trailer Replacement Project (C.P. 69487) is categorically exempt from the California Environmental Quality Act (CEQA).
2. Authorize the County's purchasing agent at Internal Services Department (ISD) to issue a purchase order for the manufacture and installation of a new modular trailer.
3. Authorize the Sheriff, or his designee, to manage and deliver a replacement modular unit for the SCV.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will enable the Los Angeles County Sheriff's Department (Department) to proceed with the procurement of the replacement modular trailer and authorize the Sheriff to manage and deliver the project. The existing 15-year-old modular trailer at the SCV, which was determined to be dilapidated beyond repair and subsequently removed six months ago, will be replaced with a new, Americans with Disabilities Act (ADA) compliant, modular trailer.

A Tradition of Service

On June 14, 2005, your Board approved C.P. 69487 in the amount of \$275,000 to replace the modular trailer at SCV. The 1,440 square foot trailer had been used by the Community Relations Reserve Coordinator, Commercial Crimes/Forgery Fraud Unit, and Special Victims Bureau. When the old trailer was removed, the displaced units moved to the Community Service Room in the basement of the station. The new trailer will be expanded to 2,025 square feet (approximately 40 percent larger) to accommodate the same units. The additional space is necessary to meet current ADA requirements.

The estimated cost for the trailer and its installation is \$266,100. We request your Board authorize ISD to proceed with the procurement for this project.

Implementation of Strategic Plan Goals

This action is consistent with the County's Strategic Plan and Goals of Service and Workforce Excellence, Organizational Effectiveness, and Public Safety as it provides for better working conditions and performance, thereby responding to the needs of the community more efficiently.

FISCAL IMPACT/FINANCING

The estimated total project cost is \$275,000, which includes fabrication and installation of the modular unit, minor site enhancements, all necessary utility connections, permits, and plan check fees.

Sufficient funds are available in the Department's 2006-07 Capital Projects/Refurbishments Budget under C.P. 69487. The proposed project's schedule and budget summary are provided in Attachment A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, your Board adopted a policy whereby departments must obtain Board approval to purchase or finance commodities with a unit cost of \$250,000 or greater prior to submitting their requisitions to the purchasing agents.

ENVIRONMENTAL DOCUMENTATION

Under the State CEQA Guidelines, Sections 15302 and 15303, this service is categorically exempt from CEQA as it consists of replacing an existing small modular unit with a new unit to be located on the same site. The new modular trailer unit is similar in size and serves the same purpose.

The Honorable Board of Supervisors
April 17, 2007
Page 3

The Department will file a Notice of Exemption with the County Clerk. A \$25 handling fee will be paid to the County Clerk for processing.

Attachment B is a copy of the completed Notice of Exemption.

CONTRACTING PROCESS

The Department will coordinate efforts with ISD to issue a purchase order for the acquisition of a new modular unit and for minor site work and utility connections.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current Sheriff's services or projects. This Board action will facilitate movement of the displaced units from the Community Service Room to the new trailer, but will not result in the displacement of any other County employees.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office, Capital Projects Division, and the Department, Facilities Planning Bureau.

Sincerely,



LEROY D. BACA
SHERIFF



DAVID E. JANSSEN
CHIEF ADMINISTRATIVE OFFICER

ATTACHMENT A

I. PROJECT COST SUMMARY

Budget Category	Project Budget
Land and Development	0
Building Improvements	
Construction	266,100
Furniture	3,900
Subtotal	270,000
Plans & Specifications	0
Consultant Services	0
Jurisdictional Review/Plan Check	2,000
County Services	3,000
Total	275,000

I. PROJECT SCHEDULE

Budget Activity	Estimated Completion Date
Program	N/A
Design	September 22, 2005
Purchase Order Issuance	May 25, 2007*
Jurisdiction Agency Permit Approval	July 30, 2007
Construction of Modular Unit (Start)	July 31, 2007
Substantial Completion	September 24, 2007
Acceptance	October 5, 2007

* Contract to be awarded by Internal Services Department (ISD)

ATTACHMENT B

Notice of Exemption

To: ☐ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, California 95814

From: Los Angeles County Sheriff's Department
1000 South Fremont Avenue, Unit 47
Alhambra, California 91803

☒ Registrar-Recorder/County Clerk
County of Los Angeles
12400 Imperial Highway
Norwalk, California 90650

Project Title: **New Trailer Replacement at the Santa Clarita Sheriff's Station**

Project Locations: **23740 Magic Mountain Parkway, Valencia, CA 91355**

Description of Nature, Purpose, and Beneficiaries of Project:

The existing double wide trailer (24' W x 60' L, 1440 SF) is in disrepair and needs to be replaced with a new one. The new trailer will accommodate the staff presently occupying the existing trailer. The Sheriff's Department will replace it with a new 28'W x 72' L, 2016 SF trailer, an addition of 576 SF from the current space. It will be purchased and installed for an estimated cost of \$275,000.

Name of Public Agency Approving Project: **Los Angeles County**

Name of Person or Agency Carrying out Project: **Los Angeles County Sheriff's Department
Facilities Planning Bureau**

Exempt Status:

☒ **Categorical Exemption, Title 14. Chapter 3. Article 19. Section 15302 Class 2 (b) and (c) and Section 15303 Class 3 (c).**

Reason why project is exempt:

This project is exempt under Sections 15302 and 15303 for the following:

1. **This project is exempt under Class 2 for the following:**
 - **It consists of a replacement of an existing facility where the new trailer will be located on the same site;**
 - **The replacement trailer is substantially the same size, purpose, and capacity;**
 - **The new trailer will have a negligible effect on the existing utility systems.**
2. **This project is exempt under Class 2 because it is not subject to any exceptions under Article 19 to the use of the Class 2 exemption in that the project:**
 - **does not have a cumulative impact of successive projects of the same type in the**

- same place as the project at this site is unique,
- does not require the relocation of residences or businesses,
- does not have a significant effect on the environment due to unusual circumstance as there are no known unusual circumstances,
- does not result in damage to scenic resources within a highway officially designated as a state scenic highway,
- does not cause a substantial adverse change in the significance of a historical resource,
- is not located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code regarding hazardous waste sites,
- will not cause a substantial adverse change to a historical resource, as no such resource occurs at the site.

3. This project is exempt under Class 3 for the following;

- is an office not involving the use of significant amounts of hazardous substances
- does not exceed 2,500 sq. ft.

Lead Agency

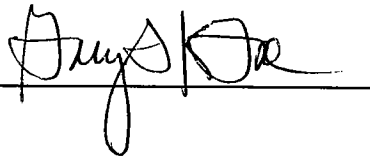
Contact Person: **Mr. Gary T.K. Tse**

Area Code/Telephone: **626-300-3003**

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____



Date: _____

4/2/07

Title: _____

DIRECTOR